

Assistant Project Officer, Healing and Government Relations

- **Are you looking for an opportunity to work in a role that has a real impact in improving outcomes for Aboriginal and Torres Strait Islander people?**
- **Do you have experience in providing project support?**
- **12 month Temporary Clerk Grade 5/6 role, based in Mascot with flexible work arrangements**

Salary: Clerk Grade 5/6. Package includes base salary (\$87,493 to \$96,540) plus employer's contribution to superannuation and annual leave loading.

About the Role: The **Assistant Project Officer** assists in a range of project research, analysis, reporting, implementation and administration activities to support the delivery of the Healing and Government Relations Directorate's business objectives.

The Healing and Government Relations Directorate within Aboriginal Affairs is responsible for the delivery of projects relating to the NSW Governments commitments of Unfinished Business as they relate to social policy, healing, reparations and family records for Stolen Generations and Aboriginal communities.

You. Our Ideal Candidate: We are seeking candidates that have the ability to communicate sensitively and effectively, and understand issues impacting on Aboriginal and Torres Strait Islander peoples. We need candidates with experience in records management systems, databases and the Microsoft Office suite. Our ideal candidates are:

- **Engaging collaborators.** You are an adaptable communicator capable of building trust and maintaining effective partnerships with internal and external stakeholders.
- **Results driven.** You are customer service, proactive and solution focused. You diligently plan and prioritise work.
- **Experienced in project support.** You are energetic and willing to assist Projects teams to achieve outcomes to agreed deadlines and budget.

What's in it for you?

We offer a range of benefits that will empower you to work at your best, including:

- flexible working arrangements
- leave provisions including flex leave and inclusive parental leave
- access to a range of learning and development opportunities and professional networks
- access to wellbeing programs including tailored Employee Assistance Program support services and the Fitness Passport program
- access to employee led networks including the Aboriginal Advisory Committee, DPC Diversity and Inclusion Network (DAIN), DAIN Supporting Working Parents Group and the Young Professionals Network.

Closing Date: Sunday 21 August 2022

If you would like to discuss this opportunity further please contact

the hiring manager Ida Ioannou-Marsh on (02) 8575 1046 or email

Ida.ioannou-Marsh@aboriginalaffairs.nsw.gov.au

To apply online please visit iworkfor.nsw.gov.au website and search for job reference ID: **00008YSG**